



Chronological Resume Template

Name

Street
City, State Zip
Phone, Fax, E-mail

JOB OBJECTIVE

The job you want next

SUMMARY OF QUALIFICATIONS

- How much experience you have in the field of your job objective, in a relative field, or using the skills required for your new position.
- An overall career accomplishment that shows you'd be good at this job.
- What someone would say about you as a recommendation

EDUCATION

Degree, Major (if relevant), 20xx (optional)
University, City, State

PROFESSIONAL EXPERIENCE

20xx-present **Company Name, City, State**

Job Title

- An accomplishment you are proud of that show you're good at this profession.
- A problem you solved and the results.
- A time when you positively affected the organization, the bottom line, your boss, your co-workers, your clients.
- Awards, commendations, publication, etc., you achieved that relate to your job objective.

20xx-xx **Company Name, City, State**

Job Title

- A project you are proud of that supports your job objective.
- Another accomplishment that shows you're good at this line of work.
- Quantifiable results that point out your skill.

19xx-xx **Company Name, City, State**

Job Title

- An accomplishment you are proud of that show you will be valued by your next employer.
An occasion when someone "sat up and took notice" of your skill.



Functional Resume Template

Name

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JOB OBJECTIVE

The job you want next

SUMMARY OF QUALIFICATIONS

- How much experience you have in the field of your job objective, a related field, or using the skills required for your new position.
- An overall career accomplishment that shows you'd be a good at this job.
- What someone would say about you as a recommendation.

EDUCATION

Degree, Major (if relevant), 20xx (optional)
University, City, State

RELEVANT EXPERIENCE

MAJOR SKILL

- An accomplishment you are proud of that shows you have this skill.
- A problem you solved using this skill, and the results.
- A time when you used your skill to positively affect the organization, the bottom line, your boss, your clients.
- Awards, commendations, publications, etc., you achieved that relate to your job objective.

MAJOR SKILL

- A project that you are proud of that supports your job objective.
- Another accomplishment that shows you're good at this line of work.
- Quantifiable results that point out your skill.
- An occasion when someone "sat up and took notice" of your skill.

WORK HISTORY

20xx-present	Job Title	COMPANY NAME and City
20xx-xx	Job Title	COMPANY NAME and City
20xx-xx	Job Title	COMPANY NAME and City
19xx-xx	Job Title	COMPANY NAME and City